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Programme of Studies
For The High School

REGULATIONS

OF THE

DEPARTMENT OF EDUCATION

For the Year Ending June 30th, 1942

RELATING TO THE

Programme of Studies, Recommendations
for Credit and the Departmental
Examinations in Third-Year
Subjects

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EDUCATION LIBRARY

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1941

SPECIAL NOTICE

RE ADMISSION TO NORMAL SCHOOLS

RE MUSIC.—Standing in Music 1 is required for admission to Alberta Normal Schools in September 1942. Candidates may qualify in Music 1 either by taking high-school instruction in Music 1 with successful attainment; or by presenting the required certificates or diplomas from Examining Boards, as set out in the table on page 35.

During the year 1941-42, however, candidates from rural schools where instruction in Music is not offered may secure standing in Music 1, or Music 2, or Music 3, by passing certain examinations in Music Theory only, conducted in February and in May of each year by the Western Board of Music in co-operation with the Examinations Branch of the Department of Education, as shown in the following table:

WESTERN BOARD OF MUSIC

Theory examination
required for high-school
standing in—

| | |
|---------|---|
| Music 1 | Grade V History and Grade VI Harmony |
| Music 2 | Grade VI Complete |
| Music 3 | Grade VII without Counterpoint |

RE ECONOMICS, etc.—It is recommended that all candidates for admission to Alberta Normal schools secure standing in Economics, Sociology and Psychology, if instruction in these subjects is available in the schools which they attend.

SPECIAL ANNOUNCEMENTS FOR THE YEAR 1941-42

Re Social Studies 1 and 2

The minimum requirement in Social Studies 1 for the year 1941-42 is as follows: Bulletin III, outline beginning on page 7—Themes 1, 3 and 7, together with two optional themes and Current Events.

The minimum requirement in Social Studies 2 for the year 1941-42 is as follows: Bulletin III, outline beginning on page 20—Themes 1, 2 and 4, together with two optional themes and Current Events.

Re English 1

The prescribed reading in Poetry for this course is Part I of the book entitled, *A Selection of English Poetry*, by MacDonald and Walker. This book consists of two parts, the first of which contains 91 pages of text, and the second, 90 pages. It is not necessary, however, that teachers confine the reading of the students to the first part. Poems may be selected from either Part I or Part II, on the understanding that approximately 90 pages of poetry will be read.

Re the Survey of English Literature

The course follows the prescribed textbook with special emphasis on modern and contemporary literature.

Textbook: *English Literature with Readings*: Ray B. Pace (1937 Edition—Allyn and Bacon).

N.B.—The use of this book will be discontinued after June 30, 1942.

Reference Books for Teachers:

The first two of the following books contain some very useful bibliographies.

1. *The Literature of England*: Armanda Ellis (Little Brown Co.).

2. *A Chronicle of English Literature*: S. P. B. Mais (Heinemann).

3. *Social Backgrounds of English Literature*: Boas and Hahn, (Ryerson Press).

4. *The Story of English Literature: Broadus* (Macmillan).

5. *Readings in English Literature*: B. G. Aston, (Blackie & Sons, and the Ryerson Press).

Re Geology 1

A geological table of Alberta, replacing the table on page 63 of Bulletin IV, will appear in the Department's Official Bulletin for September.

A revised list of geological maps and reports will also be published in the September Bulletin.

Recommended for teachers' and students' use:

Geology for High Schools, by M. B. Crockford (Institute Press).

New Textbooks

✓ *Trigonometry and Analytical Geometry*—A new book is in preparation. The material for this book has been bound inexpensively in order that it may be given a try-out during the year 1941-42. Thereafter, when teachers have reported on it, and desired changes have been made, the book will be printed.

The printed copies for use this year are available at the School-Book Branch. The price will be low.

✓ *Poetry Book for English 3*—This year a new book, entitled *Poems Worth Knowing* (Copp Clark Co.), will replace *The Century's Poetry*, Parts I and II (Penguin Books, Ltd.) for English 3.

The new anthology does not contain biographical notes or any critical or explanatory material. It is therefore recommended that the students and teacher should have access in the classroom library to one or more of the following books:

Concise Oxford Dictionary of English Literature: (Oxford Press).

Bibliography of Contemporary British Writers: Manley, Rickert and Millet (Harcourt, Brace Co.).

Bibliography of Contemporary American Writers: Manley, Rickert and Millet (Harcourt, Brace Co.).

Further Notices in the Official Bulletin

Teachers are reminded that the Department's Official Bulletin in the *A.T.A. Magazine* is the recognized channel of official communications from the Department to the teachers. Every notice appearing in the Bulletin is intended to have exactly the same effect as a memorandum addressed personally to every teacher of the Province. Teachers are therefore asked to co-operate with the Department by reading the Official Bulletin every month. The September and October Bulletins are of special importance in that they will direct attention to typographical errors, additional reference books, and other matters requiring an explanatory or supplementary notice.

THE REVISED HIGH-SCHOOL PROGRAMME

The Revised Programme of Studies for the High School has been designed to serve the educational needs, not merely of a relatively small group of students who will proceed later to advanced academic or professional training, but of all our adolescent boys and girls. This Programme must therefore provide educative experiences for a group of young people who vary greatly in capacities, aptitudes and interests. The implications of this general principle may be set down in the following terms:

(i) The Programme will not require all students to take the same subjects of instruction, or to attain the same standards of achievement.

(ii) An effort has been made to break down the rigidity of the former Programme and to discontinue the practice of marking off separate fields of subject matter. In the first year there are only three compulsory subjects, namely, English, Social Studies, and Health and Physical Education; and in the second and third years there are only two, English and Social Studies. The student is therefore free to choose in any school from all of the subjects of instruction which are available. There is no mark of prestige attached to any particular selection of subjects. All students who complete the Programme are entitled to the High School Diploma, which is the same for all students.

(iii) The older classroom procedures associated with the memorization and reproduction of verbalized material from books will give place to procedures that ensure a live, meaningful type of classroom experience. In order that both teachers and students may have more freedom to enjoy the benefits of the newer procedures, Departmental examinations are given only at the conclusion of the students' high-school programme and then only in the compulsory subjects, English and Social Studies, and certain other subjects which are required for admission to the University.

(iv) High-school credits will be granted for attendance at a high-school under instruction in a classroom environment favourable to mental, social and personal growth. **They will not be granted merely for "passing examinations."**

(v) The Programme will offer educational and vocational guidance to every student.

High-school principals are urged to use the course in *Vocations and Guidance* for the purpose of assisting students to plan their school programme in accordance with their aptitudes and vocational prospects.

Every high-school student under the revised Programme has a right to have the services of a "student counsellor," who will explain the new programme, check over the student's record from year to year, and prevent irregularities with respect to the regulations. The fundamental purpose of the new programme is not merely to purvey high-school credits, but to help every student to "grow up" successfully and to become a competent adult.

(vi) The Programme must facilitate a desirable growth and development in personality through social experiences in the classroom, and social activities of the school.

(vii) Both on the administrative side, and in classroom work, the Programme must give ample opportunity for the **free play of critical intelligence** on the part of both teachers and students, and provide means for mastering the techniques and practices of the **democratic way of life**.

(viii) Many types of activity which formerly were considered as extracurricular will now be incorporated in the classroom programme; for example, activities in Dramatics, Music, Journalism and Physical Education.

(ix) The Programme requires every high-school teacher to be a teacher of English. The students' skill and correctness in oral and written English is the concern, not only of the special teacher of English, but also of teachers of Social Studies, Science, Mathematics and all other subjects.

Students whose written work is deficient in penmanship, spelling and form will be debarred from admission to the Alberta Normal Schools.

REQUIREMENTS OF PRESCRIBED COURSES

For outlines and requirements of prescribed courses, and for textbooks and reference books, teachers and students are directed to the following Bulletins:

Bulletin I: Mathematics, Foreign Languages; General Shop (and Mechanical Drawing), Home Economics (and Needlework); Law; Bookkeeping 1a, Typewriting 1a and Stenography 1a.

Bulletin II: **English** (including Creative Writing and Survey of English Literature), Art, Dramatics and Music.

Bulletin III: Social Studies—Social Studies 1, 2, 3; Sociology; Psychology; Economics; Vocations and Guidance.

Bulletin IV: Science, Health and Physical Education.

Bulletin V: Commercial Subjects.

Bulletin VI: Technical Subjects.

General Regulations

N.B.—The regulations which follow supersede all regulations relating to the Programme of Studies for the High School which have previously been published, whether in former editions of the *High School Regulations* or in the *Official Bulletins of the Department of Education* appearing in the "A.T.A. Magazine."

1. *High School Entrance*

(a) Students who proceed to Grade X work are required to have complete Grade IX standing, and to have been promoted to Grade X by the High School Entrance Examination Board. The Grade IX Diploma (Grade "A", "B", or "C") will be evidence of such promotion.

Principals are asked to note carefully the conditions of promotion to Grade X for each of the three "Grades", or categories, as stated on page 15 of the *Programme of Studies for the Intermediate School*.

(b) High-school principals are asked to examine the official statement of standing of every student before approving the student's programme for the year. This precautionary measure will serve to avoid disallowance of credits at the end of the year by preventing students from proceeding with instruction in subjects for which they do not have the necessary prerequisite standing, and by disclosing other possible irregularities in the students' programmes.

2. *A Definite Time Schedule*

The three-year Programme of Studies for the High School is based on a definite time schedule. The school day will comprise *eight* class periods, each of at least *thirty-five minutes*. For each student *one* of the eight periods is to be reserved as a *study period*; provided, however, that with the approval of the Department of Education, *one study period per week, or at most two*, may be used for class instruction in General Electives.

3. *Instruction Time and Credits*

(a) During each year of the three-year Programme, *thirty-five* class periods per week will be available in every classroom for the purpose of instruction. The amount of time shown on the classroom time schedule to be available for instruction to any group of students in a particular school will affect the quality of such instruction, and will therefore determine the number of credits that such students may earn.

(b) For the purpose of computing the total amount of instruction time that is available in any classroom, and the number of high-school credits that may be earned by any student during a

year's work, the standard length of an instruction period is *thirty-five minutes*; provided, however, that in certain small schools instruction time and credits may be computed on a basis which falls short of this standard requirement. (See the section entitled "Recommendations for Credits.")

(c) The number in brackets after the name of each subject on the "List of Subjects of the Revised Programme of Studies for the High School" (on page 16 below) indicates the amount of instruction time in periods per week to be devoted to the subject, and accordingly the number of credits carried by that subject for a year's work with successful attainment therein.

(d) Students recommended for credit must have taken high-school instruction *during an attendance of not less than 150 days*. Students are therefore to be warned against belated enrolment in the fall term.

4. *A Four-year Programme in Small Schools*

(a) All schools in which there are fewer than two teachers giving their full time to the work of Grades IX, X, XI and XII shall plan the high-school programme on a four-year (not a three-year) schedule.

(b) Principals of small schools shall not permit students to overload their programmes with Academic Electives, to the neglect of General Electives.

(c) **No student holding fewer than sixty-five (65) high-school credits may take instruction in more than three academic electives, or in more than three commercial electives, during one year, no matter of what year or years these electives may be.**

5. *Maximum and Minimum Load*

(a) No student holding fewer than **forty (40)** credits will be deemed to have completed two years of high school attendance.

(b) The full requirement for completing the high-school programme is thirty-five credits a year for each of three years, or 105 credits in all. All students should, therefore, be directed to plan their programme for 105 credits (not 100 credits), in order that they may avoid the situation in which at the end of the high-school programme the total number of credits earned by them falls short even of the 100 required for the High School Diploma.

6. *Prerequisites*

(a) With respect to all subjects—compulsory, Academic, Commercial, Technical or General—except Biology, first units are prerequisites for the corresponding second units, and second units for the corresponding third units. Students may not take instruction in units for which they have not the necessary prerequisites.

(b) Instruction in English 2, or in Social Studies 2, may be taken only by students who have obtained at least a "C" standing in English 1, or in Social Studies 1, respectively.

(c) Instruction in English 3, or in Social Studies 3, may be taken only by students who have obtained at least a "C" standing in English 2, or in Social Studies 2, respectively.

(d) Instruction in the second unit of a foreign language may be taken only by students who have obtained at least "B" standing in the first unit of the language; and instruction in the third unit of the language only by students who have obtained at least a "B" standing in the second unit of the language.

(e) Similarly, with respect to all other subjects, instruction in the second unit, or in the third unit, may be taken only by students who have obtained at least a "B" standing in the first unit, or the second unit, as the case may be.

7. *Two Units in the Same Year*

(a) Credits shall not be granted to a student in two units of the same subject during the same year.

(b) Although Biology 1 is not a prerequisite for Biology 2, credits shall not be granted to a student in both these units during the same year.

8. *"Repeated" Subjects*

(a) When a student "repeats" a subject, either because of previous failure in that subject, whether on a Departmental examination or otherwise, or for the purpose of securing a higher standing, he shall be required to take a full year's instruction in that subject before being granted a "C" standing in it or a standing higher than that which he previously secured.

(b) A student who has been permitted to write in June on the Departmental Examination in a third-year subject and who has so written but has failed will be permitted to write in August on the Supplemental Examination in that subject. If the student again fails in the subject, he will, if he desires standing in that subject, be required to "repeat" it; that is, to take classroom or correspondence instruction in that subject a second time.

(c) When a student "repeats" a subject or subjects in which he already has a "C" standing (or a "B" standing) for the purpose of securing a higher standing, the maximum number of credits which he may earn for his current year's work shall be the difference between **thirty-five (35)** and the number of credits carried by the repeated subject or subjects. For example: a student holding 5 credits with a "C" standing in Algebra I will not be granted more than 30 credits for his work during the year in which he repeats this subject in order to secure a "B" standing.

(d) Students repeating English 3 will be required to elect ten new books in Free Reading.

9. *Rules re First-Year, Second-Year and Third-Year Subjects*

NB.—See also the Directions on pages 19 to 25.

(a) First-year subjects are those only which are named in the List of Subjects for the First Year. (See page 18). A similar definition applies to second-year and third-year subjects. (See page 21 and page 23.)

(b) A first-year subject taken in lieu of a second-year subject remains a first-year subject. A similar rule applies to a second-year subject taken in lieu of a third-year subject.

(c) Algebra 1, Geometry 1, Physics 1, Chemistry 1 and Vocations and Guidance are first-year subjects and also second-year subjects; and the last named is also a third-year subject.

N.B.—The Three Years of the High-School Programme are not to be confused with the successive years of a student's work in a high school. A student may have attended a high school for two years and still not have completed the Second Year of the High School Programme. In fact, this situation will be the rule in small schools. (See Regulation No. 5 (c), above.)

(d) No second-year General Elective (Group D) may be taken by a student during the first year of his high-school work.

(e) (i) No Third-Year subject may be taken by a student who does not hold forty (40) high-school credits.

(ii) A student who has taken high-school instruction for a period of at least two years with a minimum attainment of forty (40) high-school credits may take instruction in English 3, Social Studies 3, and in Academic, Commercial, Technical or General Electives of any year or years; provided, however, that unless the student holds at least sixty-five (65) high-school credits, the total number of such Academic Electives shall not exceed three (3), the total number of such Commercial Electives shall not exceed three (3), and the total number of such Technical Electives shall not exceed two (2); and provided always that such student shall have the required standing in the necessary prerequisites.

(iii) No student holding fewer than sixty-five (65) high-school credits may take instruction in more than three Academic Electives, or in more than three Commercial Electives, during one year, no matter of what year or years these electives may be.

(iv) Only students who have complete standing in Grades IX, X and XI of the unrevised high-school programme, or who hold sixty-five (65) credits under the regulations of the Revised High School Programme, will be permitted to take five (5)

Academic Electives or four (4) Commercial Electives in one year, no matter of what year or years these electives may be.

(v) Any student who in the fourth year of his attendance at high school is taking instruction in such subjects as will enable him to complete the requirements for the High School Diploma but do not in the aggregate reach the maximum number of credits that may be earned during one year in the school he attends—**thirty-five (35)** or fewer, as the case may be—may take instruction also in any other high-school subjects under the following conditions:

- (a) The total programme of Diploma and extra subjects shall not exceed the maximum number of credits that may be earned during one year in the school attended—**thirty-five (35)**, or fewer, as the case may be.
- (b) No extra subject shall be counted for credit towards the High School Diploma.
- (c) The diploma subjects may include subjects that are pre-requisites for one or more of the extra subjects.

(f) Within the limits of freedom imposed by the rules respecting *compulsory subjects*, by the rules respecting *prerequisites* (No. 6, above), by the rules of this regulation (No. 9) and by the rules respecting the *letter gradings* and the *distribution of credits* required for the High School Diploma, as set forth on page 26, below, a student may complete the requirements for the Diploma by securing credits in any subjects on the Programme.

SPECIAL REGULATIONS GOVERNING A ONE-YEAR PROGRAMME FOR THE INTENSIVE STUDY OF COMMERCIAL SUBJECTS

ADMISSION

Students (1) who have attained complete Grade XII standing under the regulations of the unrevised Programme, and students (2) who hold the High School Diploma or **one hundred (100)** high-school credits under the regulations of the revised Programme, and students (3) who hold high-school credits in English 1, 2 and 3, Social Studies 1, 2 and 3 and Health and Physical Education 1, with additional credits sufficient in number, after credits for Commercial Electives in excess of **thirty (30)** have been excluded, to make **eighty-five (85)** credits in all, may be enrolled for the One-Year Programme in Commercial Subjects. Those who complete the Programme with the required standing may be granted **fifteen (15)** credits towards a High School Diploma.

The fifteen credits shall be granted not *en bloc*, but for specified Commercial or General Electives. Accordingly, students holding credits in one or more Commercial or General Electives shall not be granted further credits in the same Electives for work done on the One-Year Programme.

No student who has completed this One-Year Programme shall be granted the High School Diploma unless he has met the requirements set forth in section 3 on page 26 of this Bulletin.

Instruction Requirements.

Students shall elect courses of instruction from the following list, which together with remedial instruction and practice in English, Spelling, Penmanship, shall be sufficient in number to raise the total amount of instruction time to **thirty-five (35)** periods per week:

Stenography 1 and 2 (10 periods a week) ;

Either Bookkeeping 1 (5 periods a week) **or**
Bookkeeping 1 and 2 (10 periods a week) ;

Either Typewriting 1 (5 periods a week) **or**
Typewriting 1 and 2 (10 periods a week) ;

Either Office Practice 1 (5 periods a week) **or**
Office Practice 1 and 2 (8 periods a week) ;

Either General Mathematics 1 (5 periods a week) **or**
General Mathematics 2 (5 periods a week) ;

Law (3 periods a week) ;
 Economics (4 periods a week) ;
 Business Machines (4 periods a week).

This One-Year Programme may be offered only in those schools where it has been approved by the Department of Education.

The work done in excess of that required for the High-School Diploma will be recognized as "extra" work, and standing in this "extra" work will be indicated on the Diploma. **No Diploma other than the High-School Diploma will be issued to students who complete the One-Year Programme.**

Re Secretarial Training

Secretarial Training carries **seven (7) credits**. The periods of teaching for this subject are to be distributed as follows:

| | |
|---|-----------|
| Typing (largely speed tests) | 1 period |
| Transcription | 1 period |
| Discussion of textbook material and Dictation | 5 periods |

CREDIT FOR UNITS OF THE UNREVISED PROGRAMME

All high-school students, whether of the First Year, the Second Year or the Third Year (Grade X, Grade XI or Grade XII), are required to proceed, during the year 1940-41, under the regulations of the revised Programme of Studies for the High School. They may, however, have the units of the unrevised Programme in which they have secured standing valued as credits; such credits not to exceed **thirty-five (35)** in number for Grade X units, **thirty-five (35)** for Grade XI units and **thirty-five (35)** for Grade XII units, according to the schedule which follows:

SCHEDULE FOR COMPLETION OF GRADE X, GRADE XI OR GRADE XII UNITS

| Units of Former Programme | Corresponding Subjects of New Programme. | Value Under Credit System. |
|---------------------------|---|----------------------------|
| †Literature 2, 3 or 4 | English 1, 2 or 3 (Literature part) | 4 |
| Composition 2, 3 or 4 | English 1, 2 or 3 (Language part) | 3 |
| History 2, 3 or 4 | Social Studies 1, 2 or 3 | 5 |
| Algebra 2 or 3 | Algebra 1 or 2 | 5 |
| Geometry 2 | Geometry 1 | 5 |
| *Arithmetic 1 | General Mathematics 1 | 5 |

SCHEDULE FOR COMPLETION OF GRADE X, GRADE XI
OR GRADE XII UNITS—*Continued*

| Units of Former Programme. | Corresponding Subjects of New Programme. | Value Under Credit System. |
|---|---|-------------------------------------|
| Physics 1 or 2 | Physics 1 or 2 | 5 |
| Chemistry 1 or 2 | Chemistry 1 or 2 | 5 |
| Biology (Grade XII) | Biology 2 | 5 |
| Agriculture 1 | Biology 1 | 3 |
| **Agriculture 2 | Biology 1 | 3 |
| Geography 1 | Geology 1 | 3 |
| French 1, 2 or 3 | French 1, 2 or 3 | 5 |
| Latin 1, 2 or 3 | Latin 1, 2 or 3 | 5 |
| German 1, 2 or 3 | German 1, 2 or 3 | 5 |
| Art 1 or 2 | Art 1 or 2 | 4 |
| Manual Arts 1 or 2 | General Shop 1 or 2 | 4 |
| Household Economics 1 or 2 | Home Economics 1 or 2 | 4 |
| Music 1, 2 or 3 | Music 1, 2 or 3 | 4 |
| <hr/> | | |
| Commercial French 1 or 2 .. | French 1 and 2 | 5 |
| Commercial History 1 | Social Studies 1 | 5 |
| Bookkeeping 1 or 2 | Bookkeeping 1 or 2 | 5 |
| Typewriting 1 or 2 | Typewriting 1 or 2 | 5 |
| Stenography 1 or 2 | Stenography 1 or 2 | 5 |
| Business English and Office Practice 2 or 3 .. | English 1 or 2 (Language part) | 3 |
| Commercial Law | Law | 3 |
| Mathematics (Commer- cial) 2 or 3 | General Mathematics 1 or 2 | 5 |
| Secretarial Training 1 | Office Practice 2 | 3 |
| Practical Office Training 1 | Secretarial Training | 5 |

†—Students who have standing in Literature 2, 3 or 4 of the unrevised Programme may earn three (3) credits for the Language part of English 1, 2 or 3 respectively of the revised Programme; and those who have standing in Composition 2 or 3 of the unrevised Programme may earn two (2) credits for the Literature part of English 1 or 2, respectively; while those who have standing in Composition 4 of the unrevised Programme may earn three (3) credits for the Literature part of English 3.

*—Students who have standing in Arithmetic 1 may elect, in lieu thereof, either standing in General Mathematics 1 of the new Programme or five (5) "unassigned" credits.

SCHEDULE FOR COMPLETION OF GRADE X, GRADE XI OR GRADE XII UNITS—*Continued*

**—Students who have standing both in Agriculture 1 and Agriculture 2 may have, in lieu thereof, standing in Biology 1 of the new Programme together with three (3) “unassigned” credits.

| Units of Former Programme. | Corresponding Subjects of New Programme. | Value Under Credit System. |
|---|--|----------------------------|
| Industrial History 1 | Social Studies 1 | 5 |
| General Science (for Technical School Boys or Girls) 2 or 3 | General Science 1 or 2 | 5 |
| Chemistry for Technical Schools 1 | General Science 2 | 5 |
| General Mathematics (for Technical Schools) 2 or 3 | General Mathematics 1 or 2 | 5 |
| Drawing and Design 2 | Art 1 | 4 |
| Industrial Art 1 | Art 2 | 4 |
| Woodwork 1 | Woodwork 1 | 8 |
| Metal 1 | Metal Work 1 | 8 |
| Electricity 1 | Electricity 1 | 8 |
| Motor Mechanics 1 | Automotives 1 | 8 |
| Carpentry 1 | Wood Work 2 | 8 |
| *Cabinet Work 1 | Wood Work 2 | 8 |
| Metal 2 | Metal Work 2 | 8 |
| Electricity 2 | Electricity 2 | 8 |
| Motor Mechanics 2 | Automotives 2 | 8 |
| Electricity 3 | Electricity 3 | 10 |
| Metal 3 | Metal Work 3 | 10 |
| Motor Mechanics 3 | Automotives 3 | 10 |
| Building Construction 1 | Woodwork 3 | 10 |
| Household Economics for Technical Schools 1 | Home-making 1 | 8 |
| Sewing and Elementary Dressmaking 1 | Fabrics and Dress 1 | 8 |
| Household Economics for Technical Schools 2 | Home-making 2 | 8 |
| Dressmaking 2 | Fabrics and Dress 2 | 8 |
| **Arithmetic and Mensuration (Girls) | General Mathematics 1 | 5 |
| **Physics of the Home (Girls) | General Science 1 | 5 |
| Clothing 1 | Fabrics and Dress 3 | 10 |
| Foods and Dietetics 1 | Home-making 3 | 10 |

*—Standing in both Carpentry 1 and Cabinet Work 1 will entitle the student to standing in Woodwork 2 together with eight (8) “unassigned” credits.

**—In the 1937 revision of the Programme for Technical Schools.

RE HEALTH AND PHYSICAL EDUCATION 1

1. Students who are "changing over" from the unit system to the credit system, and who have standing in at least seven (7) units of the unrevised Programme for Grades X and XI, including English Literature 2 and English Composition 2, will not be required to secure standing in Health and Physical Education of the revised Programme for the First Year, Grade X.

2. A student presenting a medical certificate on the basis of which he is granted exemption from the Physical Education part of Health and Physical Education 1 is required to take the Health part of the course, for which he may be granted one (1) credit only. Such a student may include two additional credits in his programme to make up for Physical Education 1.

CREDITS FOR UNITS OF THE UNREVISED HIGH SCHOOL
PROGRAMME THAT HAVE BEEN DROPPED
WITHOUT REPLACEMENT

| Units of Former Programme | Value Under Credit System in "Unassigned" Credits |
|---|--|
| Arithmetic 1 (if credits not transferred to General Mathematics 1) | 5 |
| Agriculture 2 (if credits not transferred to Biology 1) | 3 |
| Greek 1, 2 or 3 | 5 |
| Trigonometry 1 | 5 |
| Analytical Geometry | 5 |
| Advertising and Salesmanship 1 | 3 |
| Physiology and Hygiene 1 (Commercial or Technical) | 3 |
| Commercial French 3 | 5 |
| History of English Literature | 5 |

The credits allowed for these units will be **unassigned credits**; that is to say, the credits will count towards the High School Diploma, but they will not give standing in any subject, or subjects, of the revised High-School Programme. They need not be included in the thirty-five credits permissible in any one year.

Students who have standing in either Trigonometry 1 or Analytical Geometry of the unrevised Programme may secure standing in Trigonometry and Analytical Geometry of the revised Programme by completing the requirements and passing the examination in Analytical Geometry or Trigonometry, as the case may be, of the revised Programme; and they will then be entitled to three (3) additional unassigned credits.

Students who have standing in both Trigonometry 1 and Analytical Geometry will be deemed to have standing in Trigonometry and Analytical Geometry of the revised Programme.

STUDENTS ENTERING ALBERTA HIGH SCHOOLS FROM WITHOUT THE PROVINCE

High-school students from without the Province are required to submit to the Examinations Branch of the Department *early in September* an official certificate or statement of standing in order that the Department may evaluate any credits they hold, and fix the conditions under which they may proceed with the Alberta High-School Programme. Students who neglect to comply with this requirement will not be granted Alberta high-school credits.

FOR TEACHERS COMPLETING GRADE XII UNDER FORMER REGULATIONS

Pursuant to Subsection (ii) of Section (c) of Regulation No. 3 on page 17 of the Pamphlet on *The Training and Certification of Teachers in Alberta*, teachers who, holding a Permanent Second Class Certificate, desire to complete their Grade XII standing under former regulations without attendance at a high school may do so by meeting the following requirements:

“B” standing in English 3 and Social Studies 3, together with “B” standing in a sufficient number of the following subjects of the revised Programme to carry a total of **thirty-five (35)** credits, of which not more than **ten (10)** shall be for non-examination subjects:

| | |
|--|---|
| *English 3 | 5 |
| Social Studies 3 | 5 |
| Algebra 2 | 5 |
| **Trigonometry and Analytical Geometry | 5 |
| Physics 2 | 5 |
| Chemistry 2 | 5 |
| Biology 2 | 5 |
| Latin 3 | 5 |
| French 3 | 5 |
| German 3 | 5 |
| Music 3 | 4 |
| †Survey of English Literature | 4 |
| †Sociology | 3 |
| †Psychology | 3 |
| †Economics | 4 |
| †Law | 3 |

*—Candidates may be granted 4 credits for standing in English Literature 4 under former regulations, and 3 credits for standing in English Composition 4 under former regulations.

(See Note (a), below.)

**—Candidates who have standing either in Trigonometry 1 or in Geometry 3 of the unrevised Programme may take either the Geometry part or the Trigonometry part of the new course in Trigonometry and Analytical Geometry, and on successful attainment be granted three (3) credits.

†—To be taken by correspondence.

ADDITIONAL NOTES REGARDING THE FOREGOING ARRANGEMENTS FOR TEACHERS

(a) Candidates who have standing in either English Literature 4 or English Composition 4, but not in both, are required to secure standing either in the Composition part or the English part of English 3, for which three (3) credits will be granted.

(b) Five (5) credits will be granted for standing in History 4 or Trigonometry 1 or Geometry 3 of the unrevised Programme.

(c) Standing both in English Literature 4 and English Composition 4 of the unrevised Programme will satisfy the requirement in English 3 of the revised Programme; and standing in History 4 of the unrevised Programme will satisfy the requirement in Social Studies 3 of the revised Programme.

(d) The courses in Survey of English Literature, Sociology, Psychology, Economics and Law must be taken either through classroom or through correspondence instruction.

(e) Music 3 is not a school course. Credits in Music 3 will, however, be granted for private instruction in accordance with the regulations appearing elsewhere in this bulletin.

N.B.—Teachers and others who intend to write on the Departmental Examinations of 1942 in Grade XII subjects without having taken classroom instruction are advised to take correspondence courses in these subjects. Summer-school courses will not be offered in these subjects next year.

LIST OF SUBJECTS OF THE REVISED PROGRAMME OF STUDIES FOR THE HIGH-SCHOOL

FIRST YEAR—GRADE X

I. COMPULSORY SUBJECTS—Required of all students:

English 1. [5].

Social Studies 1. [5].

Health and Physical Education 1. [3].

II. ELECTIVES:

Group A.—Academic:

(Not more than **three** subjects to be elected.)

Algebra 1. [5].

Latin 1. [5].

Geometry 1. [5].

French 1. [5].

Chemistry 1. [5].

German 1. [5].

Physics 1. [5].

Group B.—Commercial:

Bookkeeping 1. [5].
 Stenography 1. [5].

Typewriting 1. [5].

Group C.—Technical:

(Not more than **two** subjects to be elected.)

Woodwork 1. [8].

Printing 1. [8].

Metal Work 1. [8].

Arts and Crafts 1. [8].

Electricity 1. [8].

Fabrics and Dress 1. [8].

Automotives 1. [8].

Home-making 1. [8].

N.B.—For a Shop Course, the **eight** periods a week will be distributed in the following manner:

Drawing and Design—2;
 Theory—2;
 Shop Practice—4.

For two Shop Courses, **fifteen** periods a week will be required (not sixteen).

Group D.—General:

*Dramatics 1. [4].

*Bookkeeping 1a. [3].

*Music 1. [4].

*Stenography 1a. [3].

Art 1. [4].

*Typewriting 1a. [3].

*Mechanical Drawing. [3].

*General Shop 1. [4].

General Mathematics 1. [5].

*Home Economics 1. [4].

General Science 1. [5].

Needlework. [3].

Biology 1. [3].

Vocations and Guidance [2].

Geology 1. [3].

*Special qualifications required of the teacher.

Directions re First-Year Electives

1. (a) No student may elect more than **three** subjects from Group A, nor more than **two** subjects from Group C.

(b) Instruction in the subjects of Group B or Group C may be given only in schools approved for this purpose by the Department of Education.

(c) Regarding prerequisites for the subjects of Group A, see Direction No. 3.

2. No student may elect in the same year, both Algebra 1 and Geometry 1, nor both Physics 1 and Chemistry 1; nor more than **one** foreign language.

3. Students who have been promoted from Grade IX with a "Grade B" standing may elect, during the first year, not more than **two** of the subjects included in the following three classes and not more than **one** subject from a class:

- (i) Algebra 1 or Geometry 1;
- (ii) Physics 1 or Chemistry 1;
- (iii) Latin 1, French 1, or German 1.

Students who have been promoted from Grade IX with a "Grade C" standing may not elect, during the first year, any of the subjects mentioned in the foregoing paragraph.

4. (a) Students who elect **Algebra 1** or **Geometry 1** from Group A shall not during the same year elect **General Mathematics 1** from Group D.

(b) Students who have been granted credits in Algebra 1 or Geometry 1 shall not thereafter be granted credits in General Mathematics 1.

(c) Students who have been granted credits in General Mathematics 1 shall not thereafter be granted credits in Algebra 1, or in Geometry 1, unless they forgo the credits in General Mathematics 1.

5. (a) Students who elect **Physics 1** or **Chemistry 1** from Group A shall not during the same year elect **General Science 1** from Group D.

(b) Students who have been granted credits in Physics 1 or Chemistry 1 shall not thereafter be granted credits in General Science 1.

(c) Students who have been granted credits in General Science 1 shall not thereafter be granted credits in Physics 1, or in Chemistry 1, unless they forgo the credits in General Science 1.

6. (a) Students who elect **Bookkeeping 1**, or **Typewriting 1**, or **Stenography 1** from Group B shall not elect, during the same or a subsequent year, **Bookkeeping 1a**, or **Typewriting 1a**, or **Stenography 1a**, respectively, from Group D.

(b) Students who elect a shop course from Group C shall not elect, during the same or a subsequent year, **General Shop 1** or **Home Economics 1** from Group D.

(c) Students holding credits in **Bookkeeping 1a**, **Stenography 1a**, or **Typewriting 1a**, may **not** proceed with second units of these subjects until they have met the requirements for credit in **Bookkeeping 1**, **Stenography 1**, or **Typewriting 1**, as the case may be. They may meet such requirements by taking, during a subsequent year, at least **two periods** per week of instruction in **Bookkeeping 1**, **Stenography 1**, or **Typewriting 1**, as the case may be. More instruction may be required on the recommendation of the teacher. The total number of credits for **Bookkeeping 1a** and 1 together is **five (5)**, not **eight (8)**; and the same rule applies with respect to **Stenography** and **Typewriting**.

(d) The number of periods per week for **Typewriting 1a** is three, but these periods must be used for instruction by the teacher. Periods used merely for practice by the student without the teacher's direct supervision cannot be counted as instruction periods.

Throughout each instruction period there must be one machine for each student. If there are more students in the class than there are machines the number of instruction periods per week must be increased proportionately.

7. (a) A student holding credit both in General Shop 1 and in Mechanical Drawing may not thereafter be granted credit in General Shop 2 unless he forgoes credit in Mechanical Drawing.

(b) A student holding credit in General Shop 1 and General Shop 2 may not thereafter be granted credit in Mechanical Drawing.

(c) A student holding credit both in Home Economics 1 and in Needlework may not thereafter be granted credit in Home Economics 2 unless she forgoes credit in Needlework.

(d) A student holding credit in Home Economics 1 and Home Economics 2 may not thereafter be granted credit in Needlework.

SECOND YEAR—GRADE XI

I. COMPULSORY SUBJECTS—Required of all students:

English 2. [5].

Social Studies 2. [5].

II. ELECTIVES:

Group A—Academic:

(Not more than **three** subjects to be elected. See Direction No. 1 below.)

Algebra 1. [5].

Latin 2. [5].

Geometry 1. [5].

French 2. [5].

Chemistry 1. [5].

German 2. [5].

Physics 1. [5].

Group B.—Commercial:

(Not more than **three** subjects to be elected. See Direction No. 5, below.)

Bookkeeping 2. [5].

Office Practice 1. [5].

Typewriting 2. [5].

Stenography 2. [5].

Group C.—Technical:

Not more than **two** subjects to be elected. See Direction No. 6, below.)

Woodyork 2. [8].

Printing 2. [8].

Metal Work 2. [8].

Arts and Crafts 2. [8].

Electricity 2. [8].

Fabrics and Dress 2. [8].

Automotives 2. [8].

Home-making 2. [8].

N.B.—For a Shop Course, the **eight** periods a week are distributed in the following manner:

Drawing and Design—2; Shop Practice—4.
Theory—2;

For two Shop Courses, **fifteen** periods a week will be required (not sixteen).

Group D.—General:

| | |
|------------------------------------|------------------------------|
| *Dramatics 2. [4]. | *General Shop 2. [4]. |
| *Music 2. [4]. | *Home Economics 2. [4]. |
| *Art 2. [4]. | Law. [3]. |
| Survey of English Literature. [4]. | Sociology. [3]. |
| General Mathematics 2. [5]. | Psychology. [3]. |
| General Science 2. [5]. | *Physical Education 2. [2]. |
| | Vocations and Guidance. [2]. |

*Special qualifications required of the teacher.

Directions re Second-Year Electives

1. Not more than **three** subjects may be elected from Group A; and of these three subjects, **one**, but not more, may be the second unit of a foreign language. In lieu of **one** of the three subjects to be elected, the first unit of a foreign language may be chosen from the list of Academic Electives for the First Year.

2. No student may elect both Algebra 1 and Geometry 1 in the same year; nor both Physics 1 and Chemistry 1.

4. (a) Students who obtain only "Grade C" standing on the Grade IX examination shall not be permitted to elect Algebra 1 or Geometry 1 until they have obtained at least a "B" standing in General Mathematics 1; nor shall they be permitted to elect Physics 1 or Chemistry 1 until they have obtained at least a "B" standing in General Science 1, Biology 1 or Geology 1.

(b) Such students may begin a foreign language in their second year.

5. Not more than **three** subjects may be elected from Group B. In lieu of the second units in Bookkeeping, Typewriting and Stenography, the first units may be chosen from the list of Commercial Electives for the First Year.

6. (a) Not more than **two** subjects may be elected from Group C. In lieu of the second units of these Shop Subjects, the first units may be chosen from the list of Technical Electives for the First Year.

(b) Students who hold credits in both General Shop 1 and General Shop 2 may, with the approval of the Department of Education, proceed with the work in appropriate Technical Electives (Group "C") of the Second Year.

(c) Similarly, students who hold credits in both Home Economics 1 and Home Economics 2 may, with the approval of the Department of Education, proceed with the work in Fabrics and Dress 2 and Homemaking 2.

7. (a) No student may elect in the same year both General Mathematics 2 and Algebra 1 or Geometry 1; nor both General Science 2 and Physics 1 or Chemistry 1.

(b) Instruction in General Mathematics 2 may be taken only by students who have obtained at least a "B" standing in the first unit of this subject, or who have obtained at least a "C" standing in Algebra 1 or Geometry 1.

(c) Instruction in General Science 2 may be taken only by students who have obtained at least a "B" standing in the first unit of this subject, or who have obtained at least a "C" standing in Physics 1 or Chemistry 1.

(d) No student shall be granted credits in both General Mathematics 2 and a third-year Academic Elective in Mathematics; nor credits in both General Science 2 and a third-year Academic Elective in Science (Biology 2 excluded).

8. Students who already have credit in Sociology and Psychology (combined) will not be permitted to elect either Sociology or Psychology.

9. No student shall elect the Survey of English Literature who has not secured "B" standing at least in English 1.

10. Students who elect the second unit of a Shop Course from Group C shall not, during the same or a subsequent year, elect General Shop 2 or Home Economics 2 from Group D.

THIRD YEAR—GRADE XII

I. COMPULSORY SUBJECTS—Required of all students:

English 3. [5].

Social Studies 3. [5].

II. ELECTIVES:

Group A.—Academic:

(Not more than **five** subjects to be elected. See Direction No. 2 (a), below.)

Algebra 2. [5].

Biology 2. [5].

Trigonometry and

Latin 3. [5].

Analytical Geometry. [5].

French 3. [5].

Chemistry 2. [5].

German 3. [5].

Physics 2. [5].

Group B.—Commercial:

(See Direction No. 3, below.)

Bookkeeping 3. [5].

Secretarial Training. [7].

Office Practice 2. [3].

Business Machines. [4].

Group C.—Technical:

(Not more than **one** Shop Subject to be elected. See Direction No. 4, below.)

| | |
|----------------------|-----------------------------|
| Woodwork 3. [10]. | Fabrics and Dress 3. [10]. |
| Metal Work 3. [10]. | Home-making 3. [10]. |
| Electricity 3. [10]. | Arts and Crafts 3. [10]. |
| Automotives 3. [10]. | General Mathematics 3. [5]. |

N.B.—For the Shop Course, the **ten** periods a week will be distributed in the following manner:—

| | |
|------------------------------------|------------------|
| Drawing and Design—1; Theory—1; | Shop Practice—8. |
|------------------------------------|------------------|

Group D.—General:

| | |
|------------------------|-----------------------------|
| Economics. [4]. | Vocations and Guidance [2]. |
| Creative Writing. [4]. | *Music 3. [4]. |

*—Not a school course. Credits granted for private instruction.

Directions Re Third-Year Electives

N.B.—See the **General Regulations** on page 7, above, and especially the rules of **Regulation No. 9**, page 10.

1. (a) Instruction in Algebra 2 may be taken only by students who have at least "B" standing either in Algebra 1 or in General Mathematics 2; and instruction in Trigonometry and Analytical Geometry may be taken only by students who have at least "B" standing either in Geometry 1 or in General Mathematics 2.

(b) Instruction in Chemistry 2 may be taken only by students who have obtained at least a "B" standing in Chemistry 1, or in General Science 2; and instruction in Physics 2 may be taken only by students who have obtained at least a "B" standing in Physics 1, or in General Science 2.

(c) Instruction in English 3, or in Social Studies 3, may be taken only by students who have obtained at least a "C" standing in English 2, or in Social Studies 2, respectively.

(d) Instruction in the third unit of a foreign language may be taken only by students who have obtained at least a "B" standing in the second unit of the language.

(e) See No. 7 of the Directions re Second-Year Electives.

2. (a) No student holding fewer than sixty-five (65) high-school credits may take instruction in more than three Academic Electives during one year, no matter of what year or years these electives may be.

(b) In lieu of the third units of foreign languages, the second units may be chosen from the list of Academic Electives for the Second Year; and in lieu of **one** second unit of a foreign language, but not more, the first unit may be chosen from the list of Academic Electives for the First Year.

(c) In lieu of one or more subjects of Group A, other than foreign languages, the same number of subjects may be chosen from the list of Academic Electives for the Second Year.

3. No student holding fewer than sixty-five (65) high-school credits may take instruction in more than three Commercial-Electives during one year, no matter of what year or years these electives may be.

In lieu of one or more of the subjects of Group B, the same number of subjects may be chosen from the list of Commercial Electives for the First Year, or for the Second Year, or from both lists.

4. No student shall elect Secretarial Training who has not secured "B" standing both in Typewriting 2 and Stenography 2.

5. In lieu of the Shop Course of Group C, two Shop Courses may be chosen from the list of Technical Electives for the First Year, or from the list for the Second Year, or from both lists.

6. No student shall elect Creative Writing who has not secured "B" standing at least in English 1.

7. For directions relating to Music 3, see pages 34-36 below.

8. Students are required to plan their high-school programmes for the completion of 105 credits; not merely 100 credits. (See the section on "High-School Diploma", below.)

THE HIGH SCHOOL DIPLOMA

1. (a) The successful completion of the Three Years of this Programme will entitle a student to the High-School Diploma, **which will be of the same form for all students.** There will be no special diploma for University Matriculation, or for Normal Entrance, or for Commercial Subjects. The Diploma will exhibit a complete record of the students' work: a complete list of all the subjects taken, with the number of credits and the letter grading obtained in each subject.

(b) The High School Diploma is an official document issued by the Department of Education, certifying that the holder has completed the required programme of instruction through **actual attendance** at a high school, or through correspondence instruction under the direction and supervision of the Department. It is **not** a mere statement of examination results.

(c) The High School Diploma will not of itself ensure Matriculation or provisional admission to an Alberta Normal School, unless it shows that the holder's programme has included the subjects specially required for Matriculation or Normal Entrance, as the case may be, and that the holder has secured the required standing in such subjects. A "C" standing in English 3 or Social Studies 3, for example, will meet the requirement for a High School Diploma, in so far as those subjects are concerned, but

will not meet the requirement for Matriculation or for Normal Entrance.

2. The successful completion of a year's work in any of the subjects of the new Programme will entitle the student to as many credits as the number appearing in brackets after the name of that subject as it appears on the list. In one year the student may therefore earn a maximum of thirty-five credits; and in three years 105 credits.

3. Subject to the regulations and directions governing prerequisites and the choice of electives from different groups and the standing required for credit in each subject, the following are the minimum requirements for the High-School Diploma:

One hundred (100) high-school credits, which must include—

- (i) Thirty-three (33) credits for the compulsory subjects: English 1, 2 and 3, Social Studies 1, 2 and 3, and Health and Physical Education 1.
- (ii) At least fourteen (14) credits for subjects of the Third Year, with credits for English 3 and Social Studies 3 included.
- (iii) At least fifty (50) credits, with the fourteen above-mentioned included, for subjects of the Second and Third Years.
- (iv) At least twelve (12) credits for Group B, C or D Electives of the First and Second Years.

N.B.—“C” standing, at least, is required for credit in English 1, 2 and 3, and Social Studies 1, 2 and 3.

“B” standing at least is required for credit in Health and Physical Education 1, and for credit in all Group B, C or D Electives.

With respect to each of the Group A (Academic) Electives, “C” standing will be accepted for credit in the third unit provided the student has “B” standing in the first unit and in the second unit; “C” standing will be accepted for credit in the second unit provided the student has “B” standing in the first unit and does not offer the third unit; and “C” standing will be accepted for credit in the first unit provided the student offers neither the second unit nor the third.

4. Students are required to plan their programmes for the completion of 105 credits—not merely 100 credits—in order that they may have a small margin of credits to provide for possible loss or failure, especially during the last year.

5. With respect to the examination subjects of the Third Year, high-school students who write on the Grade XII Examination without having taken high-school or correspondence instruction will not be granted high-school credits in such subjects.

CONFIDENTIAL REPORT AND PERCENTAGE STANDING REQUIRED FOR CREDIT

Confidential Report

(i) Every recommendation for credit must be made by means of a **Confidential Report**, signed by the superintendent, principal or teacher making the recommendation. Full instructions regarding the form of the Confidential Report will be issued in a special Departmental Memorandum.

Number of Days' Attendance

(ii) The Confidential Report must indicate the number of days of attendance during which the student has taken instruction. It must specify the date at which the student registered for instruction, and in any case where the student has not remained in attendance until the end of the school year, the date at which the student discontinued attendance.

Copies of Recommendations to be Retained

(iii) Copies of all recommendations sent to the Department should be retained for the files of the school.

Percentage Standing Required for Credit in Subjects of Grades X, XI and XII

1. (i) Confidential Reports in all subjects of the High School Programme will assign to each student a standing in each subject taken by that student, such standing to be indicated as a **percentage to the nearest multiple of five.**

Statement of Standing

(ii) All recommendations shall be considered confidential, and shall not, therefore, be posted, or announced to students by Principals at the close of the school year.

(iii) On receipt of the Confidential Reports the results of the Department Examinations in subjects of the Third Year the Department of Education will issue to each student a **Statement of Standing** (for which there will be a charge of \$1.00). The Statement will specify the subjects in which the student has been granted credits, and the total number of credits so granted. The student's standing will be indicated in the Statement by the letter gradings: H, A, B, C and D. The Confidential Report, however, must show ratings expressed as percentages to the nearest multiple of five.

2. (i) With respect to any unit of English, Social Studies or an Academic Elective, a standing of at least 40% is required for credit towards the High-School Diploma; subject, however, to the special regulations governing the High-School Diploma to be found in section 3 on page 26 above.

A standing of not less than 50 per cent will meet the requirement not only for the Diploma, but also for University Matriculation or Normal Entrance.

(ii) With respect to English 3, Social Studies 3, and the Academic Electives for the Third Year, standing will be determined from the Principal's Confidential Report together with the results of the **Departmental Examinations** in these subjects.

(iii) With respect to all other subjects, a standing of not less than 50 per cent will be required for credit towards the High-School Diploma. This standing will also meet the requirement for University Matriculation or Normal Entrance.

(iv) Students who fail to secure the required 50 per cent standing in any of the foregoing subjects and who, nevertheless, desire credit in that subject for Normal Entrance or Matriculation must repeat the subject.

3. (i) In English 1 or 2 and Social Studies 1 or 2, a standing of not less than 40 per cent, and in all other subjects a standing of not less than 50 per cent, will entitle the student to proceed to the next higher unit of the subject; provided, however, that teachers are required to assign such standing, 40 per cent or 50 per cent as the case may be, only if the attainment in the subject is such that the student can reasonably be expected to proceed with profit to the next higher unit of the subject.

(ii) In Algebra 1 or Geometry 1, a standing of not less than 40 per cent will entitle the student to proceed with General Mathematics 2; and in Physics 1 or Chemistry 1, a standing of not less than 40 per cent will entitle the student to proceed with General Science 2.

DEPARTMENTAL EXAMINATIONS IN THIRD-YEAR (GRADE XII) SUBJECTS

The examination subjects of the Third Year are the following: English 3 (two examinations—Part I "B" and Part II); Social Studies 3; Algebra 2, Trigonometry and Analytical Geometry (one examination); Physics 2, Chemistry 2, Biology 2; Latin 3, French 3 and German 3.

The examiners will employ approved modern techniques of testing. Accordingly, candidates may expect that the examinations will have the following features:

(i) Instead of "long" questions exclusively, there may be a few "long" questions together with a considerable number of "short" questions. This procedure will apply for all subjects.

(ii) There will be a considerable number of questions of the "objective" type: mainly "short-answer" and "multiple-choice."

(iii) The number of questions in each subject is likely to be larger than any candidate will be able to complete within the

time allowed. This feature is necessary in the testing procedure, but it will not be allowed to work against the legitimate interests of the candidates, who will be expected to do as much as they can. They should not be alarmed or disappointed if they find that they cannot answer all of the questions.

(iv) The "total" number of "marks" on a particular examination paper may not be 100, or 150, or 200—or any round number; and it will not be indicated. There will likewise be no pre-assigned or predetermined "pass mark." This mark will not necessarily be one-half of the possible score: it may be less—or more.

THIRD-YEAR EXAMINATIONS IN ENGLISH

Since the teaching of English is now the responsibility of all teachers without regard to the particular subject taught, a procedure for the evaluation of English will be applied to candidates' answer papers in examination subjects, though not necessarily in the same subjects every year. With respect to each subject in which English is evaluated, the score for English will be part of the candidate's total score.

(i) The examination in English 3 consists of two parts: Part I on Reading and Literature, and Part II on Language. The two parts will **not** be given during the same half-day session.

The student's score for Part I comprises two parts, "A" and "B". The Part I "A" score is given on the basis of a special report from the instructor in Reading and Literature, certifying the student's work in the reading and study of Poetry, Drama, and Essays and in Free Reading, in accordance with the authorized list as set forth in Bulletin II of the Programme of Studies for the High school. The instructor's special report will be made on a form to be supplied by the Examination Branch, and submitted with the Principal's Confidential Report. The special report must show whether or not the student's work has been consistently and continuously satisfactory throughout the year.

The Part I "B" score is given on the results of a written test, mainly of reading comprehension and literary appreciation, to be set on "sight" selections. There will be no attempt to examine specifically on selections from the prescribed or authorized reading; but a few general questions on this reading may be given along with the questions on "sight" selections.

Part II of the examination in English 3 is a test on Language. Of the final possible score, 30 per cent will be derived from the evaluation for English Language of certain questions of Part I "B"; and 70 per cent will come from questions on language usage, and from questions of types denoted by the term "composition," including an essay. This essay will be evaluated for English Language with much the same procedure as that applied to the evaluation of certain questions of Part I "B," as mentioned above.

(ii) The general procedures of evaluation for English Language will be the same as those which have been used during the last two years for the Grade IX Examination. **It is very important to note that one or more of the candidates' answer papers in subjects other than English will be evaluated also for English language by means of the procedures just mentioned.** All evaluations for English Language will be made by a special group of sub-examiners, and not by those who score for content.

(iii) The following schedule shows the set-up of the examination in English 3:

| | |
|--|-------|
| Part I "A": Instructor's report—possible percentage | 100 |
| Part I "B": Score on written test—final possible | 100 |
| | <hr/> |
| | 200 |
| Final possible score on Part I— $\frac{1}{2}$ of 200 | 100 |
| Part II: Final possible score | 100 |
| | <hr/> |
| | 200 |

Final possible score in English 3: $\frac{1}{2}$ of 200 = 100.

From this schedule it can be seen that the possible score for Part I "A" is one-fourth of the final possible score in English 3.

(iv) All candidates must write on both Part I "B" and Part II of the English 3 examination. Candidates who already have standing in English Literature 4 of the former programme will write on Part II only. Special questions and directions will be given to these candidates on the examination paper.

(v) In the case of correspondence students, the Part I "A" report will be made by the correspondence instructor, but all students who are actually taking classroom instruction in English 3 must be reported on by the teacher, whether they are completing under the former regulations, or not.

SPECIAL REGULATIONS

1. The annual Departmental Examinations for the subjects of the Third Year (Grade XII) will be held between June 10th and June 30th, upon such days and at such places as may be determined by the Minister of Education. Supplemental Examinations will be held in August.

2. Every candidate who wishes to write upon any Departmental Examination shall, *not later than April 15th*, make application to the Department. Special forms are furnished for this purpose, and will be forwarded to Principals of schools on request.

3. The Principal of every school having candidates for the Departmental Examinations of Grade XII shall, between June 1st and 15th, forward to the Department of Education a confidential report on each candidate. Special forms are furnished for this purpose.

4. (i) Credits are granted through the Examinations Branch of the Department of Education in accordance with the regulations governing recommendations for credit as set forth on pages 37-43 of this Bulletin.

(ii) Credits in the subjects of the First Year or Second Year are based on the recommendations of the Principal's Confidential Report.

(iii) Credits in subjects of the Third Year are based on the Principal's Confidential Report together with the results of the Departmental Examinations. (See Regulation No. 2 (ii) on page 28, above; and also Regulation No. 5, which follows.)

5. (i) High-school students will not be permitted to write on the Departmental Examinations in subjects of the Third Year in which they have **not** taken classroom instruction during a period of at least 150 days, or correspondence instruction.

(ii) Adult students who are twenty-one years of age, or older, may apply to the High-school and University Matriculation Examinations Board for permission to write on the Departmental Examinations in subjects of the Third Year without having taken classroom or correspondence instruction in such subjects. Such students shall not be entitled to high-school credit for the subjects in which they take examinations, but only to a statement showing the results obtained.

(iii) Teachers who are completing Grade XII under former regulations will be permitted to write on the Departmental Examinations in subjects of the Third Year without having taken classroom or correspondence instruction.

6. Principals will be advised in a special circular regarding the fees prescribed for the Departmental Examinations.

N.B.—Regarding special examinations for provisional entrance to Normal Schools, see page 45, below.

SUPPLEMENTAL EXAMINATIONS

During the month of August, 1942, Supplemental Examinations will be conducted by the Department of Education in all of the examination subjects of the Third Year.

Save in the case of illness duly attested by a medical certificate from a physician, no student will be permitted to write on the supplemental examination in a subject on which he has not already written in the June preceding.

The foregoing rule will not be applied to teachers who are qualifying for a higher certificate; or to candidates who already hold the High-School Diploma, or who are entitled to the Diploma, having completed the necessary requirements; or to adult students.

CORRESPONDENCE STUDENTS

No student seeking high-school credits who takes instruction in third-year examination subjects by correspondence will be permitted to write on the Departmental examination on a subject in which his correspondence work has not been sufficient in amount or quality to satisfy the Director of the Correspondence School Branch.

FEES

The fees prescribed for the examinations of 1942 are payable to the presiding examiner on the first morning of the examination and are as follows:

| | |
|----------------------------------|--------|
| For Grade IX | \$3.00 |
| For each paper of Grade IX | \$1.00 |

(N.B.—This applies to students registered in High School who are required to write on one or more subjects of Grade IX to complete standing under the former system.)

| | |
|--|--------|
| For each <u>paper</u> of Grade XII | \$1.00 |
|--|--------|

(N.B.—The examination in English 3 consists of two papers; the fee will be \$1.00 for each of Part 1 (b) and Part II.)

| | |
|---|--------|
| For a statement of results in <u>one or more non-examination subjects</u> of the High School Programme— <u>for each student</u> (recording fee) | \$1.00 |
|---|--------|

N.B.—Students supplementing classroom instruction in non-examination subjects by correspondence courses will be required to pay a recording fee of \$1.00 only. This recording fee should be paid to the principal of the school attended for transmission to the Department with the Confidential Report.

| | |
|---|--------|
| For the General Test and the Survey Test in Mathematics and Science (for applicants for provisional admission to Normal School) | \$2.00 |
|---|--------|

Thus the fee for a student registered in English 3, Social Studies 3, Trigonometry and Analytical Geometry (one paper), any two other examination subjects and one or more non-examination subjects, who writes also on the Special Tests required for provisional admission to Normal School, will be as follows:

| | |
|--|--------|
| English (Part I (b) and Part II) | \$2.00 |
| Social Studies 3, Trigonometry and Analytical Geometry, any two other examination subjects | \$4.00 |
| Recording fee for one or more non-examination subjects of the High School Programme | \$1.00 |
| Special Tests | \$2.00 |
| | \$9.00 |

RE OPERATION OF SCHOOLS DURING THE DEPARTMENTAL EXAMINATIONS

In schools where Departmental Examinations are being conducted, all pupils are expected to continue in regular attendance during the Departmental examinations, with the following exceptions:

1. Principals of all graded schools selected as centres for the Grade XII Examinations may dismiss students of Grade X and XI at the beginning of the examination period. They shall assign all teachers not presiding definite duties, giving special attention to the preparation of reports on non-examination subjects.

2. The usual grant will be paid for the days one or more rooms are closed on account of Departmental Examinations being written in the school. The school register should be marked as though the students were actually in attendance.

3. **In ungraded schools** where the Grade IX Examination only is being written, students registered in Division I may be dismissed during the actual time Departmental Examinations are being held. All other pupils below Grade IX shall continue in regular attendance, but on the days or half-days when Departmental Examinations are being written, they shall be given assignments of such a nature that, in completing them, they will not disturb candidates writing on Departmental Examinations.

CORRESPONDENCE-SCHOOL BRANCH

The Correspondence-School Branch offers its service to pupils in rural districts who would otherwise find it difficult to obtain instruction in elementary, intermediate or high-school subjects.

In September, 1941, the Correspondence-School Branch will assume direct responsibility for correspondence lessons and tuition in the work of the elementary and intermediate-school grades (Grades I to IX) and also in subjects of the first-year and the second-year high-school programme (Grades X and XI). Lessons and tuition in subjects of the third-year high-school programme (Grade XII) will be offered under the supervision of the Correspondence-School Branch.

Full information regarding correspondence courses may be found in the bulletin issued by the Correspondence-School Branch, to be had from the Director. (See also page 38, below.)

All principals who have students taking part of their instruction by correspondence should secure a copy of this bulletin for reference. Principals and students are reminded that the regulations governing the revised High-School Programme will be applied to correspondence students in the same manner as that in which they are applied to students taking regular classroom instruction.

This programme of such students must be in accord with the regulation restricting to three the number of academic electives permissible in one year; and also with the regulation restricting to 30 the total number of credits permissible in one year for students taking any part of their year's work by correspondence. Finally, the programme of such students must accord with the regulations relating to prerequisites for second and third units of the subjects taken. Correspondence students are required to return their assignments and exercises at regular intervals throughout the year. They will not be permitted to neglect these during the first part of the school year with the expectation of hurrying through them during the last two or three months.

With respect to correspondence instruction in any subject, no credits will be granted to students who have not completed 75 per cent at least of the correspondence lessons in such subject. Even in cases where all of the lessons have been completed credits will be refused if lessons have been completed at very irregular intervals or in any other manner unsatisfactory to the Director of the Correspondence-School Branch.

REGULATIONS RELATING TO MUSIC

CREDIT FOR PRIVATE STUDY OF MUSIC

1. The Department will recognize for credit the certificates or diplomas of the principal Boards conducting examinations in Music in the Province. Standing in both Practical Proficiency and Theory is required.

2. High-school students who have taken private instruction in instrumental Music or in vocal Music, including both Theory and Practical Proficiency, may be granted credits in Music 1, 2 or 3 of the High-school Programme, on presenting one or more certificates or diplomas according to the requirements set forth in the table on page 35 of this Bulletin.

N.B.—See also the notice re Music for Normal Entrance on the inside page of the front cover.

3. A student whose proficiency in pianoforte Music is judged and certified by a competent musician to be equal to that required for the practical examination shown below, and who also has taken regular high-school instruction in Theory and Music Appreciation as prescribed for the high-school course in Music 1, may be recommended for credits in Music 1:

| | |
|--|--------------|
| Western Board of Music..... | Grade V |
| Toronto Conservatory of Music..... | Grade VI |
| McGill Conservatorium..... | Junior Grade |
| Associated Board of Royal Schools..... | Grade IV |

4. Credits in Music 1, 2 or 3 of the unrevised High School Programme are interchangeable with credits in the corresponding units of the revised Programme.

5. Students presenting documents from approved conservatories or examining boards which entitle them to credits in Music 2 or 3 of the High-school Programme, revised or unrevised, may be granted credits also in Music 1, or Music 2, or Music 1 and 2, as the case may be, with the following provisions:

(i) Such students shall submit to the Examinations Branch of the Department of Education a statement from a competent musician certifying that they have prepared, properly and satisfactorily, the selections prescribed for the conservatory grades corresponding to Music 1, or Music 2, or both, as the case may be, or other selections recognized as equivalent thereto.

(ii) Such students shall be not granted more than 35 high-school credits in one year; and of these 35 credits, not more than 4 shall be granted in Music.

EXAMINATIONS IN MUSIC

The University of Alberta and the Department of Education for the Province of Alberta, in association with the Universities of Saskatchewan and Manitoba, and the Departments of Education for the Provinces of Saskatchewan and Manitoba, conduct a series of Local Examinations in Music, Practical and Theoretical, extending from the First Grade to the Professional Diplomas of Associate and Licentiate.

TABLE SHOWING STANDING IN SCHOOL MUSIC (OF GRADES IX, X, XI OR XII)
Granted for Certificates or Diplomas of Prescribed Grades from Recognized Examining Board of Music

| EXAMINING BOARD | SCHOOL GRADE | PRESCRIBED GRADES FROM EXAMINING BOARDS | | | | |
|-----------------------------------|---------------------|---|--------------------|--------------------|--------------------|---------------------------------|
| | | Piano | Violin | Viola | Singing | Theory |
| Western Board of Music | Grade IX | Grade IV | Grade II | | Grade I | Grade III |
| | Grade X (Music 1) | Grade V | Grade III | | Grade II | Grade IV |
| | Grade XI (Music 2) | Grade VI | Grade IV | | Grade III | Grade V |
| Toronto Conservatory of Music | Grade XII (Music 3) | Grade VII | Grade V | | | |
| | Grade IX | Grade V | Grade III | Grade II | Grade II | Grade I |
| | Grade X (Music 1) | Grade VI | Grade IV | Grade VI | Grade VI | Grade II |
| | Grade XI (Music 2) | Grade VII | Grade V | Grade VIII | Grade VIII | Grade II with Grade III Harmony |
| McGill Conservatorium of Music | Grade XII (Music 3) | Grade VIII | Grade VIII | Grade IX | | |
| | Grade IX | Junior Grade | Elementary Grade | Elementary Grade | | Junior Grade |
| | Grade X (Music 1) | Intermediate Grade | Junior Grade | Junior Grade | Elementary Grade | Advanced Junior Grade |
| | Grade XI (Music 2) | Senior Grade | Intermediate Grade | Intermediate Grade | Junior Grade | Intermediate Grade |
| Associated Board of Royal Schools | Grade XII (Music 3) | Highest Grade | Senior Grade | Senior Grade | Intermediate Grade | |
| | Grade IX | Grade IV | Grade III | Grade III | | Grammar of Music |
| | Grade X (Music 1) | Grade V | Grade IV | Grade IV | Grade IV | Grade III |
| | Grade XI (Music 2) | Grade VI | Grade VI | Grade V | Grade V | Grammar of Music |
| | Grade XII (Music 3) | Grade VII | Grade VII | Grade VI | Grade VI | Grade IV Harmony, Grade IV |

Practical examinations are held at various centres during the months of May or June.

Written examinations in the Theory of Music may be held at any Local Centre, by special arrangement, during February, and May or June.

The Department of Education conducts annually the examinations of the Western Board of Music for Grades **below** the Associateship and Licentiateship.

N.B.—These examinations are for students who take private instruction in instrumental or vocal Music, and not for students who take the high-school courses in Music.

ESTABLISHMENT OF LOCAL CENTRE

Before an examination can be held at a Local Centre the number of candidates must be sufficient to justify the expense incurred.

Exact dates for Practical and Theoretical Examinations at individual centres will be arranged only after entries are complete. Applications for the establishment of Local Centres should be made to the Supervisor of Schools, Department of Education, Government Buildings, Edmonton.

GRADES AND CERTIFICATES

The examinations in Piano are divided into twelve progressive grades: Grade One, Grade Two, Grade Three, Grade Four, Grade Five, Grade Six, Grade Seven, Grade Eight, Grade Nine, Grade Ten (First Year Associate Diploma), Grade Eleven (Second Year Associate Diploma), Grade Twelve (Licentiate Diploma).

The examinations in Organ, Violin, Viola and Violoncello are in seven grades for the Associate Diploma, followed by the Licentiate year.

The examinations in Singing are in five grades for the Associate Diploma, followed by the Licentiate year.

To obtain a certificate, candidates must fulfil both the practical and theoretic requirements, with the exception of Grades One, Two and Three in Piano, for which no written examinations are required. A certificate in proficiency in playing only will be granted to successful candidates in these three grades.

Candidates in other grades are recommended to take the theory examination first and, in any case, not to allow more than one year to elapse between the theoretic and practical examinations.

In both the theoretic and practical examinations sixty per cent of the total marks is required for a Pass, seventy per cent for Honours, eighty per cent for High Honours.

The Music Syllabus issued by the *Western Board of Music*, and further information with respect to requirements in Music, is available on request from the Examinations Branch of the Department of Education.

REGULATIONS FOR THE YEAR ENDING JUNE 30th, 1942, RELATING TO RECOMMENDATIONS FOR CREDIT IN HIGH SCHOOL SUBJECTS (GRADES X, XI AND XII)

Re Promotion Tests

1. No promotion tests will be prepared or supplied by the Department for any of the Grade X or Grade XI subjects. Since it is the aim of the Department in abandoning Departmental examinations to give teachers more freedom to pursue the genuine values of the new programme unfettered by examination requirements, the Department expects that teachers will stress these values rather than preparation even for such final promotion tests as they may use with their own classes.

Recommendations for Credit

2. Superintendents of city schools and Principals of Schools may recommend for credit in any Grade X or Grade XI subject, or non-examination subject of Grade XII, the students who have completed successfully the authorized course in that subject during the year 1941-42.

The number of credits carried by each of the subjects is shown on pages 9-17.

Maximum Number of Credits

3. The maximum number of credits for which any student can be recommended in any one year is thirty-five (35).

School Attendance or Correspondence Courses Are Required for Credit

4. School attendance and classroom instruction are the vital factors determining credit. It will therefore be necessary for all students seeking credit by recommendation to qualify either by taking classroom instruction during school hours as part of a regular school programme based on a definite time schedule, or by taking correspondence instruction under the direction of the Department of Education.

(i) This regulation applies to all subjects of the Programme, whether of the First Year (Grade X), of the Second Year (Grade XI), or of the Third Year (Grade XII).

(ii) With respect to the examination subjects of the Third Year, high-school students who write on the Grade XII Examination without having taken high-school or correspondence instruction will not be granted high-school credits in such subjects.

(iii) The Department will require that students recommended for credit have received instruction during an attendance of not less than 150 days.

(iv) Students who enter a high school in January cannot be recommended in June for more than six-tenths of the maximum number of credits available to full-time students in that school.

(v) In all cases where students have attended less than 150 days, recommendations shall be supported by a statement setting forth the grounds on which such recommendations may reasonably be accepted.

(vi) Special cases of students presenting Medical Certificates or *bona fide* reports of other special circumstances, or of students changing schools during the school year, will be dealt with on their merits by the Department.

CORRESPONDENCE STUDENTS

5. (i) **Students who enroll with the Director of the Department's Correspondence-School Branch, may take correspondence instruction, and on successful completion of the course in any Grade X or Grade XI subject be recommended by the correspondence instructor for credit in that subject.**

(ii) A special Bulletin on "High-School Correspondence Courses" may be had from the Director of the Correspondence-School Branch.

6. (i) No student who takes high-school instruction entirely through correspondence may be granted more than **twenty-six (26)** credits for the year's instruction; and no student who takes high-school instruction partly through correspondence and partly in a school classroom may be granted more than **thirty (30)** credits for the year's instruction.

(ii) **The directions with respect to electives which appear on pages 18 to 26 of this Bulletin will be applied to correspondence students as well as to classroom students.**

(iii) Correspondence students must report to the Registrar of the Department of Education a list of the subjects in which they are also taking classroom instruction. A special form is provided for this purpose.

(iv) For purposes of credit during the year 1941-42, all correspondence instruction must be completed by June 30, 1942. The Department of Education will accept no recommendations for credit that are based on work done after that date.

(v) Correspondence work that has been begun but not completed during the year must be repeated before high-school credits will be granted.

(vi) Correspondence students can in many cases pursue their study more effectively in a school classroom than at home, having access in the classroom to the library, reference books and other classroom equipment, and having also in the classroom regular hours for study.

Since it is highly undesirable, however, that help given by the classroom teacher interfere with the work of the correspondence instructor, **the teacher in such cases shall restrict his help and supervision solely to the giving of directions.**

(vii) Correspondence students are required to return their assignments and exercises at regular intervals throughout the year. They will not be permitted to neglect these during the first part of the school year with the expectation of hurrying through them during the last two or three months. Credits will be refused in a subject for which the amount of work done by the student is inadequate, or the lessons have been completed at very irregular intervals, or in a manner otherwise unsatisfactory to the Director of the Correspondence-School Branch.

PRIVATE STUDENTS

7. (i) No high-school credits shall be granted for private study, unless the student is taking correspondence instruction under the direction of the Correspondence-School Branch.

(ii) No high-school credits shall be granted to students who are taking instruction in private schools that are not recognized by the Department of Education.

(iii) No high-school credits shall be granted for classroom instruction that has not been taken within regular school hours.

(iv) Adult students (twenty-one years of age, or older) who are proceeding under the regulations of the revised High School Programme may apply to the High School and University Matriculation Examinations Board for permission to write on the Departmental Examinations in subjects of the Third Year without having taking classroom or correspondence instruction in such subjects; but they shall not be granted high-school credits on the results of such examinations.

NIGHT SCHOOLS

(v) No high-school credits shall be granted for instruction taken at a Night School.

INSTRUCTION TIME

8. **The amount of time available for classroom instruction determines the validity of recommendations for credit.**

For the purpose of computing instruction time and high-school credits, it is to be assumed that the regular school day of five hours comprises eight periods of teaching time, each of at least 35 minutes' duration; and that the school week, therefore, comprises 40 such periods of teaching time.

For high-school credit, the standard requirement in instruction time is thirty-five (35) minutes of instruction per week for

each unit of credit. Under standard conditions, therefore, a subject carrying five credits will require at least 175 minutes of instruction per week.

“Instruction time” for any subject means time during which the teacher’s efforts are directed wholly and solely to the teaching of that subject. The number of credits, therefore, carried by a subject is also the number of periods per week of instruction time that under standard conditions will be devoted to the subject.

Limitation of Credits in Small Schools

9. The general regulations governing recommendations for high-school credits in small schools are the following:

(i) From schools of certain types, as set forth in the regulations which follow, recommendations for high-school credit may during an interim period be accepted by the Department of Education through a special arrangement with an Inspector or Divisional Superintendent of Schools; and under such an arrangement, it will be permissible for such schools to operate on a programme that does not meet fully the standard requirement in instruction time. In certain special cases, only 50 per cent of the standard requirements will be exacted.

(ii) Such special arrangement is permissive only, and will be made at the discretion of the Inspector or Divisional Superintendent. It will, moreover, be subject to change at the end of June, 1942, without further notice.

(iii) In all classrooms where it is proposed that one teacher offer instruction in high-school grades along with instruction in lower grades, such instruction in high-school grades shall not be authorized unless the Inspector or Divisional Superintendent is satisfied that part of the teacher’s time can be taken for high-school instruction without depriving pupils of the lower grades of time for instruction that rightfully belongs to them.

Such authorization of instruction in high-school grades must be accompanied by an authorization of the programme of instruction for the lower grades.

(iv) Teachers shall not commit their high-school students to a final programme for the year, and to the purchase of textbooks or reference books, until such programme and the organization of the school for the year have been approved by an Inspector or Divisional Superintendent of Schools in accordance with regulations here set forth.

(See Regulation No. 16, below, re Form A and Form B cards.)

10. (i) No instruction in high-school subjects shall be given in one-room schools where all of the grades below Grade X are represented.

(ii) If in a one-room school Grade VII is not represented, or Grade VIII, or both grades, the preceding regulation will still apply; for the reason that the minimum amount of the teacher's instruction time required for Grade IX work, even with no Grade VII or Grade VIII pupils present, is substantially the same as that required for **concurrent** and, to a large extent, combined instruction in the three grades. **No part of the teacher's time can therefore be released for instruction in high-school subjects.**

(iii) If in a one-room school Division I (Grades I, II and III) or Division II (Grades IV, V and VI) is not represented, the Inspector or Divisional Superintendent of Schools may, in his discretion, authorize the assignment of part of the teacher's instruction time to high-school subjects; **provided that the total number of credits carried by such subjects shall in no case exceed 23.**

(iv) If in such a school Grade IX is not represented, the Inspector or Divisional Superintendent of Schools may, in his discretion, authorize the assignment of part of the teacher's instruction time to high-school subjects; **provided that the total number of credits carried by such subjects shall in no case exceed 15;** and provided further that if the school is one in which the Inspector or Divisional Superintendent would not authorize instruction in Grade IX subjects, instruction in high-school subjects shall not be authorized.

11. (i) In a school classroom where one teacher gives instruction from Grades VI to XI (inclusive), not more than twenty-three (23) periods a week shall be available for high-school instruction. In such a school, it will therefore be necessary to put the programme for Grades X and XI on a **three-year cycle.**

(ii) In a two-room school, where in the senior room instruction is offered in Grades VII, VIII, IX and X (with or without Grade XI) the maximum number of periods per week available for high-school instruction shall be thirty-five (35); unless instruction in General Mathematics 1 is offered, in which case the maximum may be raised to forty (40) periods per week. **But no student in such a school shall be granted more than thirty (30) high-school credits in one year.**

12. In a school classroom where one teacher is offering instruction in Grade IX and higher grades, it will be permissible to operate on a programme meeting only 50 per cent of the standard requirement in instruction time. Consequently, 80 periods of instruction time will be available. Of these, **31 periods at least shall be devoted to instruction in Grade IX, and the remaining 49 periods may be used for instruction in the higher grades.**

The students in such a school will require five years to complete the programme of Grades IX, X, XI and XII. No student in such a school shall be granted more than **thirty (30) high-school credits in one year.**

If instruction is offered in Grades IX, X and XI in such a school, it will not be feasible to offer instruction in Grade XII.

13. (i) In a school classroom where one teacher gives instruction in Grades X, XI and XII, **not more than 70 periods of at least 20 minutes each shall be deemed to be available for instruction; and the total number of credits carried by the subjects in which instruction is offered shall not exceed 70.** No student in any grade in such a classroom shall be granted more than **thirty (30)** high-school credits in one year.

The programme for Grades X, XI and XII in such a school shall be put on a four-year basis.

(ii) In schools where one classroom is devoted exclusively to the work of high-school grades, there shall be made available in the room where Grades VII, VIII and IX are taught at least 70 periods of instruction, each of at least 20 'minutes' duration, for these grades.

14. In schools where two teachers are doing the work of Grades IX, X, XI and XII, the amount of instruction time per period shall be **at least 65 per cent of the standard requirement.** On this basis, the number of instruction periods available will be 123, of which 33 shall be devoted to Grade IX work and the remaining 90 to the work of Grades X, XI and XII.

In schools of this type it will be possible for some of the students to complete the high-school programme in three years, and to earn the maximum of **thirty-five (35)** credits a year.

15. In schools where two teachers are giving instruction in Grades X, XI and XII, the amount of instruction time per period shall be **at least 85 per cent of the standard requirement.** On this basis, 94 periods per week will be available for instruction, which may be distributed amongst Grades X, XI and XII.

Acceptance of Recommendations Conditioned on Inspector's Approval of Organization

16. (i) During the last week of August there will be sent to every school in which intermediate and high-school grades are taught two card forms: Form A and Form B. The Form A card will show the intermediate and high-school organization for the year 1941-42, and the Form B card will show the optional subjects of Grade IX in which instruction will be given during the year 1941-42.

A supply of these cards will be sent to the local Inspector or the Divisional Superintendent of Schools.

(ii) **The Principal of each school is asked to complete the Form A and Form B card forms and to return them to the local Inspector or Divisional Superintendent for approval before September 10, 1941.**

17. If the Inspector or Divisional Superintendent approves the organization shown on the forms and the list of subjects specified thereon, he will endorse his approval and return the forms

to the Examinations Branch of the Department of Education. If he does not so approve, he will notify the principal or teacher concerned accordingly, requiring an adjustment of the teaching programme. After the adjustment has been made, he will endorse his approval on the amended forms and return them to the Examinations Branch.

All card forms shall be returned to the Examinations Branch, with the Inspector's approval endorsed thereon, before September 30, 1941.

18. The Department of Education will not accept recommendations for credit from schools offering instruction in subjects of the High-school Programme during the year ending June 30, 1942, unless the following requirements have been satisfied:

(i) The Form A card, described above, has been returned to the Examinations Branch of the Department of Education bearing the Inspector's endorsement of approval.

(ii) The particular subject or subjects in which credit by recommendation is sought appear on the form bearing the Inspector's endorsement of approval.

RE TEACHERS' QUALIFICATIONS

1. The Elementary and Intermediate School Certificate is not a valid license to teach in grades above Grade X.

2. For all subjects of the High-school Programme for the Second Year (Grade XI), or for the Third Year (Grade XII), the teacher is required to hold the First Class Certificate, the Academic Certificate or the High-school Certificate.

3. (i) Special qualifications are required for teaching the following optional subjects of Grades VII and VIII of the Programme of Studies for the Intermediate School: Dramatics, Typewriting, General Shop and Home Economics.

(ii) Special qualifications are required for teaching the following optional subjects of Grade IX of the Programme of Studies for the Intermediate School: Music, Dramatics, Typewriting, General Shop and Home Economics.

(iii) Special qualifications are required for teaching each of the following General Electives of the High-school Programme for the First Year (Grade X): Dramatics 1, Music 1, Bookkeeping 1a, Typewriting 1a, Stenography 1a, General Shop 1 (including Mechanical Drawing) and Home Economics 1.

(iv) With respect to each of the subjects listed in the three subsections immediately preceding, the minimum standard of special qualification required is the **Interim Junior Certificate**, or a Letter of Approval from the Registrar.

4. (i) With respect to each of the following General Electives of the High-school Programme for the Second Year (Grade XI), the teacher is required to **hold special qualifications in addition to the First Class, Academic or High-school Certificate: Art 2, Physical Education 2, Dramatics 2, Music 2, General Shop 2, and Home Economics 2.**

(ii) The minimum standard of special qualification required for each of the subjects mentioned in the preceding subsection is the **Permanent Junior Certificate.**

5. (i) **Instruction in Bookkeeping 1 and 2, Typewriting 1 and 2, Stenography 1 and 2, and other Commercial Electives of the Programme of Studies for the High School may be offered only in schools where such instruction has been approved by the Department of Education.**

(ii) With respect to Bookkeeping 1 and 2, Typewriting 1 and 2, and Stenography 1 and 2, the teacher is required to hold the First Class, Academic, or High-school Certificate, and in addition thereto, the **Senior Certificate** in the particular subject or subjects taught, or a **Senior Certificate in Commercial Subjects.**

(iii) With respect to all other Commercial Electives, the teacher is required to hold the First Class, Academic or High-school Certificate and in addition thereto the **Senior Certificate in Commercial Subjects.**

6. **The Senior Certificate in General Shop or Shop Subjects is the minimum standard of qualification for teaching the Technical Electives. Instruction in these subjects may be offered only in schools where such instruction has been approved by the Department of Education.**

7. Further information regarding teachers' qualifications may be found in the pamphlet entitled *The Training and Certification of Teachers in Alberta*, issued by the Department of Education.

THE REQUIREMENTS FOR PROVISIONAL ADMISSION TO ALBERTA NORMAL SCHOOLS

Candidates for admission to the Alberta Normal Schools in September, 1941, must have completed the following requirements, which are based on the regulations governing the revised Programme of Studies for the High School:

1. A High-school Diploma issued under the regulations relating to the revised Programme of Studies for the High School, with an attainment of at least 100 credits, with credits for General Mathematics 1 and General Science 1 excluded, and with "B" standing at least in every subject taken for credit. Credits

for General Mathematics 2 and General Science 2 may be counted towards the Diploma (unless credit in third-year Mathematics subjects or third-year Science subjects have already been counted), but not as part of the 17 credits required as a minimum for General Electives. (See No. 3.)

2. "B" standing at least in each of the following subjects of the revised Programme of Studies for the High-school:

English 1, 2 and 3.
 Social Studies 1, 2 and 3.
 Health and Physical Education 1.
 Algebra 1.
 Geometry 1.
 Physics 1, *or* Chemistry 1.
 Biology 1, *or* Biology 2.
 Art 1.
 Music 1.

3. "B" standing in subjects listed as General Electives of the revised Programme of Studies for the High School, with General Mathematics 1 and 2 and General Science 1 and 2 excluded, sufficient in number to carry not fewer than 17 credits.

N.B.—For an interim period, and until further notice is given, credits in Art 1, Music 1 and Biology 1 may be counted as part of the 17 credits in General Electives required for Normal Entrance.

4. No candidate for provisional admission to the Alberta Normal Schools shall be granted such admission unless he or she has written on the following Departmental Tests: (1) a General Test and (2) a Survey Test in Mathematics and Science.

The purpose of the General Test and Survey Test is to measure comparatively the mental and scholastic competence of candidates from all parts of the Province. The General Test is one of mental aptitude, and the Survey Test one showing the candidate's grasp of those fundamental notions and principles in Mathematics and Science which a high-school graduate seeking admission to the teaching profession should reasonably be expected to understand. The only satisfactory preparation for either test is a sound high-school education.

These tests are given in June of each year at the time of the annual Departmental Examinations in third-year high-school subjects. There are no supplemental tests in August. Candidates will be allowed to write on these tests once only, and will not receive any statement regarding their scores on the tests.

A candidate's average standing in high-school work combined with his scores on these tests will be the basis for provisional admission to the Normal Schools. The Registrar will admit candidates provisionally in the order of their rank, beginning with those whose average standing and test scores are the highest.

ADMISSION TO TRAINING FOR NURSING

Under the provisions of **The Registered Nurses Act, 1941**, candidates for training will be required, after June 1, 1942, to hold "a high-school graduation diploma granted by the Department of Education of the Province of Alberta, disclosing successful completion of courses in Chemistry 2 and either Physics 2 or Biology," or have an equivalent educational standing.

It is to be presumed that "successful completion" means a "B" standing, at least, and that "Biology" means Biology 1 or 2.

The matriculation requirements for the degrees of B.Sc. in Nursing are set out on pages 47-48. The third-year subjects are English 3, Social Studies 3, Algebra 2, Trigonometry and Analytical Geometry, Physics 2, Chemistry 2 and the third unit of a language, preferably Latin.

REQUIREMENTS FOR MATRICULATION

All students in Alberta high-schools who intend to enter the University of Alberta are required by the Department of Education to follow the revised Programme of Studies for the High-school, which includes three years of attendance and instruction leading to the High-school Diploma. Such students are advised to consult the Calendar of the University or the Matriculation Bulletin issued by the University and, in case of doubt, to write to the Registrar of the University and not to the Department of Education.

The requirements of the University for Matriculation are as follows:

1. In the Faculty of Arts and Sciences.—A High-school Diploma showing Grade XII standing in all of the following seven subjects:

- (i) English.
- (ii) Social Studies.
- (iii) A foreign language (Latin, French or German).
- (iv) Algebra.
- (v) Trigonometry and Analytical Geometry.
- (vi) and (vii) Two of the following subjects:
 - Physics.
 - Chemistry.
 - Biology.

2. In the professional faculties of Applied Science and of Medicine, including Dentistry, Pharmacy and the B.Sc. course in Nursing.—The requirements here are the same as those given for

THE REQUIREMENTS FOR MATRICULATION AT THE UNIVERSITY OF ALBERTA

| (Common) Grade X | I. FACULTY OF ARTS AND SCIENCES | | II. PROFESSIONAL FACULTIES (MEDICINE, DENTISTRY, PHARMACY, APPLIED SCIENCE). | | III. B.A. (SPECIAL) | |
|---|---|---|--|---|--|--|
| | Grade XI | Grade XII | Grade XI | Grade XII | Grade XI | Grade XII |
| English 1—[5] | English 2—[5] | English 3—[5] | English 2—[5] | English 3—[5] | English 2—[5] | English 3—[5] |
| Social Studies 1—[5] | Social Studies 2—[5] | Social Studies 3—[5] | Social Studies 2—[5] | Social Studies 3—[5] | Social Studies 2—[5] | Social Studies 3—[5] |
| Algebra 1—[5], or Geometry 1—[5] | Geometry 1—[5], or Algebra 1—[5] | Algebra 2—[5] Trigonometry and Analytical Geometry—[5] | Geometry 1—[5], or Algebra 1—[5] | Algebra 2—[5] Trigonometry and Analytical Geometry—[5] | Geometry 1—[5], or Algebra 1—[5] | Three of the follow- ing: (1) Algebra 2—[5], (2) Trigonometry and Analytical Geometry—[5] |
| Physics 1—[5], or Chemistry 1—[5] | Chemistry 1—[5], or Physics 1—[5] | Two of the following (1) Physics 2—[5], (2) Chemistry 2—[5], (3) Biology 2—[5] | Chemistry 1—[5], or Physics 1—[5] | Physics 2—[5] Chemistry 2—[5] | | (3) Physics 2—[5], or Chemistry 2—[5] (4) Biology 2—[5] |
| Foreign Language 1—[5] | Foreign Language 2—[5] | Foreign Language 3—[5] | Foreign Language 2—[5] | Foreign Language 3—[5] | Foreign Language 2—[5] | Foreign Language 3—[5] |
| Health and Physical Education—[3] | | | | | Second Foreign Language 1—[5] | *Second Foreign Language 2—[5] |
| Required Subjects: 28 | 25 | 35 | 25 | 35 | 25 | 35 |
| "B", "C" or "D" Electives: 7 | 10 | | 10 | | 10 | |

*—Matriculation for the special B.A. degree requires also a **third** unit of a second foreign language. To meet this requirement, a four-year course should be planned.

matriculation in the Faculty of Arts and Sciences above, with these exceptions:

(i) All the professional faculties require Grade XII standing in Physics and Chemistry.

(ii) Normally, a student planning to register in the Faculty of Arts for Medicine, Dentistry or the B.Sc. course in Nursing will be expected to present Latin 3, and a student presenting the third unit of French or German will be required to satisfy the requirement in Latin in the University before entering the Faculty of Medicine.

(iii) Students of Pharmacy are required to offer Latin at matriculation.

3. For the special B.A. degree in the case of students primarily interested in Language and Literature, and the Social Studies (e.g., History, Philosophy and Economics) who wish to become candidates for the B.A. degree only.—A High-school Diploma showing Grade XII standing in the following subjects:

- (i) English.
- (ii) Social Studies.
- (iii) A foreign language.
- (iv), (v) and (vi) Three of the following:
 - Algebra.
 - Trigonometry and Analytical Geometry.
 - Physics or Chemistry.
 - Biology.

Also, standing in the third unit (Grade XII) of a second foreign language.

Students who desire to matriculate for the Special B.A. degree should therefore plan to spend four years in high school, since they cannot secure third-year standing in **two** foreign languages in three years of high-school work.

In accordance with the foregoing statement, a schedule of high-school subjects for the three years (Grades X, XI and XII) is set forth on page 45.

N.B.—Credits in General Mathematics 1 or 2, or in General Science 1 or 2, cannot be used by students who seek matriculation standing.

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